



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Process Analyst – Procurement & Warehousing Services
CONTRACT YEAR:	Twelve Months
PAY GRADE:	25
BARGAINING UNIT:	BTU-TSP

MINIMUM QUALIFICATIONS

EDUCATION:	An earned bachelor's degree from an accredited institution.
EXPERIENCE:	A minimum of five (5) years, within the last ten (10) years, of increasingly responsible experience and/or training in creating, configuring, testing, improving and maintaining procurement, contract management and/or warehousing system modules, in an enterprise resource planning environment or similar system.

ADDITIONAL QUALIFICATIONS

REQUIRED:	Knowledge of standard practices, processes, principles, State and Federal regulations in the applicable functional area. Excellent written and oral communication skills.
PREFERRED:	Experience in SAP system configuration. Experience in resolving issues resulting from configuration changes, updates/upgrades, and inconsistent master data, analyzing and resolving complex reporting issues. Ability to develop accurate, comprehensive reports for end users. Bilingual skills are preferred.
REPORTS TO:	Director, Procurement & Warehousing Services or designee.
SUPERVISION:	The position supervises staff as assigned by the Director, Procurement & Warehousing Services or designee.
POSITION GOAL:	Ensure processes and systems are aligned by serving as the liaison between functional users and the technology division and/or other division(s), designing processes, and configuring the system to accommodate designed processes. Provide continuing analytical services to identify changes in

work practices, requirements for technology applications, and implementation of associated system changes.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Process Analyst – Procurement & Warehousing Services shall carry out the essential performance responsibilities listed below.

1. Analyze current work processes and provide support in the appropriate area of responsibility to assess compatibility and improve interaction with the system.
2. Update/add material groups, purchasing groups and storage locations as required to maintain up to date records.
3. Document system user's needs and problems, research and evaluate possible software solutions, and design and implement appropriate corrective action.
4. Create and run custom reports for management or end user, as requested (analysis, usage, etc.)
5. Provide support to appropriate work area(s) in understanding work processes and their interaction with the system.
6. Design solutions necessary to develop, add new or optimize current work processes or functions within the system or work environment.
7. Evaluate, trouble-shoot and recommend security accesses for users.
8. Articulate user need to the development team and take ownership of development work performed.
9. Lead and coordinate the planning, analyzing, testing and implementation of new re-releases, patches and maintenance for applicable modules or situations.
10. Assist in the design of training material, assessment of training needs and coordinate training to end users and staff based upon work process changes and enhancements to existing systems.
11. Assist Help Desk with problem resolutions and meet with departments to assist them with incorporating SAP into their processes.
12. Prepare, review and/or approve Access Request Forms.
13. Attend weekly meetings to discuss SAP issues, changes to SAP, resolve problems and troubleshoot inventory issues (interfaces, receipts, transfers, etc.)
14. Perform and promote all activities in compliance with equal employment and non-discrimination policies of The School Board of Broward County, Florida.
15. Participate in the training programs offered to increase the individual skills and proficiency related to the job responsibilities.
16. Perform fiscal year close out outstanding requisitions issued by user departments.
17. Prepare PowerPoint slides for End of Year and Back to School presentations.
18. Ensure adherence to safety rules and procedures.
19. Assist in ensuring that the District remains in compliance with external requirements and internal policies by following federal and state laws, as well as School Board policies.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Frequently works with functional users at all levels and applicable staff to obtain input and understanding of their work processes and needs; periodically works with senior management on specific design issues.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 08/18/15